



Municipality of North Middlesex Human Resources Policy Manual

Section:	Financial Policies
Subject:	Community Development Fund Policy
Policy Number:	AD-07-2024
Version:	6
Review Frequency:	Annually
Approved by:	Council Approved
Approval Date:	TBD
Notes:	Program Subject to annual Operational Budget

Legislative Authority: *Ontario Municipal Act, 2001, as amended*

Purpose:

The purpose of this policy is to establish a policy, procedures and criteria to handle in a fair, open and responsive manner, requests from community organizations for funding assistance from the Municipality of North Middlesex that contributes to the enjoyment, health and well-being of the communities within the Municipality.

Objective

- i) To financially assist community groups and organizations to undertake capital projects/purchases that are available for public use or will enhance public use of a space or facility.
- ii) To financially assist community groups and organizations that offer programs or projects which provide a benefit or service to improve the well-being of the Municipality and may apply ~~to~~ due to at least one of the following funding ~~categories~~ justifications: (1) Community Vibrancy ~~Fund~~; (2) ~~O~~ngoing program funding; (3) multi-year project funding; or (4) In-kind ~~cash~~-assistance for facility rentals.
- iii) To financially assist municipalities who have declared a state of emergency and who require matching funds.
- iv) To financially assist organizations with a non-profit charitable cause who visit the Municipality during a major cross-Ontario or cross-Canada fundraising effort.

Policy:

- i) Prior to consideration of the budget for the following year, an ad will be prepared by the ~~Clerk~~ Director of Economic Development & Community Services and posted in the area newspaper and on the municipal website regarding the Community Development Funding Assistance Program.
- ii) Community groups and organizations wishing to apply for funding assistance ~~in one of the categories,~~ noted in Objective i) are required to apply by submitting a completed current application form with all required supporting documents to the Clerk on or before November 30th of the year preceding the request for funding assistance. Receipt of all applications will be acknowledged in writing by the Clerk.
- iii) A Funding Review Committee consisting of the Mayor and Two (2) appointed Council representatives, along with the Treasurer or designate, will review the applications for conformance eligibility and supporting documentation. The Clerk will sit on the committee as a recording staff member.
- iv) Following the review, those applications considered ineligible will be returned to the organization with a letter from the Clerk noting the reason(s) the application was rejected. Those applications deemed eligible will be included in the Preliminary Budget for Council's consideration.
- v) Organizations whose applications are either approved or not approved upon Council's approval of the budget will receive a letter informing them whether the funding will be received or if not, the reason the application was not approved.
- vi) Due to budget constraints, funding assistance in any one year is not to be regarded as an ongoing funding commitment by the Municipality.
- vii) Funds may be provided for project activities already receiving municipal funds through other programs (i.e. Community Vibrancy Fund).
- viii) Council may authorize other funding amounts during consideration of the budget or throughout the year or reallocate funding within these policy categories depending on the implications on the budget.
- ix) Grants will not be considered where a project or event has an anticipated profit being generated for the applicant or an organization.

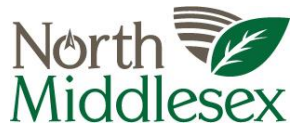


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- x) Staff will provide a letter of support, on behalf of the Municipality, for community organizations seeking other funding provided that such funding supports the wellbeing of the entire municipality.
- xi) Projects or events must not have already been completed when applying for funding. Requests for funding for a project or event must be completed or take place within the year of which it is approved.

Eligibility Criteria:

- i) Funding assistance is available only to non-profit community groups and organizations whose goal and purpose is to provide a service or benefit to the community and does not restrict access to membership in the organization itself or its committees.
In-kind assistance, may be considered to individuals or organizations not explicitly qualifying under this section.
- ii) All organizations applying for funding must meet two of the following requirements:
 - 1) the office is located in the Municipality of North Middlesex;
 - 2) ___ their activities or services benefit the Municipality; or,
 - 3) ___ the majority of participants are residents of the Municipality.
- iii) Organizations applying for funding must provide charitable, recreational, cultural, arts, environmental, special event programs or special services to the community.
- iv) Applications for funding will only be considered when submitted by the President, Chair or Executive Director and Treasurer of the organization.
- v) Organizations applying must provide the following documents:
 - the names of the Executive Members of the organization applying
 - a copy of the previous year's financial report or audited statement
 - an approved draft budget for the current year
 - recently approved resolution from the organization regarding the request for funding
 - Proof of project/Event completion by way of invoices and/or pictures for previous year(s) funding
 - Proof of facility booking contract for requested dates (under Cash Assistance for Facility Rental component)



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- vi) Organizations applying for funding must demonstrate that they are seeking and/or are receiving alternate sources of financial support on an on-going basis to achieve self-sufficiency. The Municipal funding assistance should not be the sole funding source.
- vii) Preference will be given to those applicants who demonstrate diverse sources of funding.

Fund Categories:

1. Community Vibrancy Funds

This category supports the aims of the Community Vibrancy Agreement and the funds received from Bornish Wind GP, Inc. regarding the receipt, expenditure and administration of the amenities fees. The limit per any project may be \$5,000.

~~Total Yearly Amount Available: Up to \$51,000.~~

2. Ongoing Program Funding

This category supports programs and specific community organizations which the Municipality recognizes as of interest to receive ongoing funding. May include program support funding, tax rebate assistance etc.

~~Total Yearly Amount Available: Up to \$21,000.~~

3. Multi-year Funding

This category supports projects which organizations may wish to undertake or finance over 2 or 3 years.

~~Total Yearly Amount Available: Up to \$5,000.~~

4. ~~In-kind Assistance~~ ~~Cash Assistance~~ for Facility Rentals

~~Funding Support~~ may be available through this category for ~~an amount which may be up to the amount equal to the~~ applicable facility rental according to the current fees and charges by-law (not including any deposits intended for security or keys). If an organization is eligible under this category, the booking of the facility as well as any fees and required paperwork is the sole responsibility of the organization as with any renter.

~~*In-kind assistance approvals do not count towards the overall Community Development Fund financial approval limits.*~~



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~~Total Yearly Amount Available: Up to \$16,000.~~

Procedure:

- i) Application forms are available on-line at www.northmiddlesex.on.ca or at the Shared Services Centre, Municipality of North Middlesex, 229 Parkhill Main Street, Parkhill, ON N0M 2K0
- ii) Completed application forms with required supporting documents must be submitted to the Clerk and received on or before 12:00 p.m. (according to the computer at the front counter) on November 30th in order to be considered for the following year's budget.
- iii) Applications received on or before the deadline will be received, date stamped, scanned and initially reviewed for initial completeness by the ~~Clerk~~Director of Economic Development & Community Services or their designate. If incomplete, the application will be returned with a letter stating the reasons the application is incomplete. Should the organization wish to resubmit, it must do so prior to November 30th at 12:00 noon. (APPLICATIONS RECEIVED AFTER THIS DEADLINE WILL NOT BE CONSIDERED UNDER ANY CIRCUMSTANCE BY THE COMMITTEE)
- iv) Following the November 30th deadline, all complete applications will be reviewed by the Funding Review Committee for conformance and eligibility and a list of approved applications will be compiled according to the funding available.
- v) If the organization is found ineligible according to the eligibility criteria outlined in this policy, upon a recommendation of the Funding Review Committee, the Clerk will send a letter to the organization outlining the reasons why the application was deemed ineligible for that funding year.
- vi) A report providing a summary of the approved applications will be presented to Council by the Treasurer and considered during the annual budget process.
- vii) The following are the ~~four~~seven categories of funding ~~and the amount~~ to which accumulatively are allocated the \$93,000.00 to be funded in the upcoming year's budget:

(i)	Community Vibrancy Funds	\$51,000.00
(ii)	Ongoing Program Funds	\$21,000.00
(iii)	Multi-year Project Funding	\$5,0000.00



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(iv) ~~In-kind~~Cash Assistance for Facilities ~~\$16,000.00~~

viii) All organizations whose application has been deemed eligible and considered for budget approval by Council will be notified in writing by the Clerk of Council's decision.

ix) Council may require a presentation at an Open Council meeting either on your application for funding assistance or at the end of the year in which funding is received to show how the funding was used.

x) Following final approval of the budget, there may need to be an initial meeting with appropriate staff regarding requirements.

xi) A letter of understanding or contractual funding agreement may have to be entered into with the Municipality and signed by the parties prior to receipt of funds or reimbursement of expenditures.

xii) The community organization shall have to request and/or book facility usage in line with current facility rental requirements if they are being supported with in-kind facility usage, ~~pay for the project or rental of a facility in full. Invoices and proof of payment for the expenditure must then be included with any claim request.~~

xiii) Interim financing may be arranged following discussions with the Finance Department.